

**NAUGATUCK VALLEY COMMUNITY COLLEGE
EDUCATIONAL ASSISTANT (INTERNSHIP AND EMPLOYMENT COORDINATOR)
FULL TIME, 35 HOURS PER WEEK
PL 16 (Non-tenure track position)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Naugatuck Valley Community College
Minimum Salary: \$2,060.30 bi-weekly, plus excellent medical insurance, retirement and related fringe benefits.
Application Deadline: December 4, 2015
Anticipated Dates: December 2015 through September 2017

This will be a special appointment of limited duration, which may be extended depending upon performance, college need and availability of funding.

Minimum Qualifications:

Bachelor's degree in a related field in addition to one to four years of related experience.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Responsibilities:

The Internship and Employment Coordinator will be responsible for developing, coordinating, and placing students in industry-sponsored internships and full time employment opportunities representing NVCC and other CAMI-funded Connecticut Community Colleges as assigned. The hours may vary and can include some evenings and weekends. The position will be based at the Waterbury campus of Naugatuck Valley Community College and will also provide support to the NVCC Danbury Campus and other CAMI funded Connecticut Community Colleges as assigned. There will be extensive in-state travel.

Application Instructions: Complete position announcement and application instructions are available on the NVCC web site at: <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/ArtMID/5049/ArticleID/2289/Educational-Assistant-Internship-and-Employment-Coordinator>

This program (or event) is funded (in part) by the Connecticut Advanced Manufacturing Initiative (CAMI), a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the Employment and Training Administration, U.S. Department of Labor. CAMI is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA). Naugatuck Valley Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply. This program (or event) is funded (in part) by the Connecticut Advanced Manufacturing Initiative (CAMI), a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the Employment and Training Administration, U.S. Department of Labor. CAMI is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.

THE STATE OF CONNECTICUT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND STRONGLY ENCOURAGES THE APPLICATIONS OF WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043. All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.